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ROAD SHOW PICKIN' IT UP

Road Managers Handbook
Alberta Highway Cleanup Training Manual

Alberta

Introduction

Welcome to Road Show, the Alberta government's annual highway cleanup event. Road Show contributes to a cleaner environment, gives participants a sense of accomplishment, promotes awareness and raises funds for your group or club activities. It is truly an Albertan initiative that we can all be proud of!

If you're reading this manual, chances are you've decided to lead a group in a Road Show. That makes you (the adult) the Road Manager. A Road Manager's responsibilities are great, but so are the rewards. As a Road Manager, you are responsible for training the participants - the Roadies - and supervising their cleanup efforts. Their safety is your priority. With the help of this manual, the training DVD and the "Roadies Handbook," your role as Road Manager will be clear and easy to follow.

The purpose of this manual is to instruct you, the Road Manager, on how to plan and coordinate a safe Road Show for your group and how to teach the Roadies to follow safe Road Show procedures. **Your most important responsibility is to ensure the health and safety of your Roadies and the motoring public passing your cleanup site.**

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Road Show Rules

Please Note: Failure to follow Road Show Rules means you could get shut down. If you get shut down, you will not be paid. Spot checks will be conducted throughout the day to ensure everyone is conducting a safe Road Show.

Road Manager's Responsibilities

1. Know the rules.
2. Train participants. Ensure they know the rules.
3. Prepare and complete the Action Plan (Page 6).

In the Roadies Handbook, we have included all of the important safety information in the form of lyrics to encourage participants to read them. When you hold your Road Show Rehearsal (we'll talk about that a few pages later) use this information to instruct your Roadies to safely and efficiently clean highway ditches. Take your time and go over each "song" thoroughly.

Road Show Rules:

- There must be one adult (18 years of age or older) for every two Roadies (9 to 14 years of age) participating.
- Cleanup hours are 7:00 a.m. - 3:00 p.m. only. No cleanup to occur outside show hours.
No Exceptions.
- All participants must stay off the highway - this includes the paved shoulder.
Again, No Exceptions.
- Never chase a windblown object onto the highway! For example, if your hat blows off or the wind catches your garbage bag and it blows out onto the highway - **DO NOT GO AFTER IT.** To get it back, tell your Road Manager what happened but under no circumstances should you ever try to catch a wind blown object. It is simply too dangerous and not worth the risk.
- Adult supervisors should always work between the edge of the pavement and the Roadies participating in the cleanup.
- The youngest participants should work closest to the fence.
- Do not cross the highway.



It is your
responsibility to
ensure **EVERYONE**
knows the rules.

- If you are cleaning a divided highway, **do not clean the median!**
- All participants must be signed up two weeks before cleanup to allow time for training.
- The area to be cleaned will be from the edge of the pavement to the fence on both sides of the highway.
- The standard for cleaning is to pick up anything that is the size of a chocolate bar wrapper or larger.
- Do not touch, disturb, or pick up dead animals.
- Do not touch, disturb, or pick up any items you are unsure of, like needles, syringes, or chemical or pesticide containers. 
- Leave a garbage bag beside any dead animals or items that you are unsure of. The bag left should be anchored or be full enough so that it cannot blow away. The Alberta government will arrange for the disposal of all hazardous or potentially hazardous materials.
- Full garbage bags are to be tied up and left far enough off the edge of the pavement so as not to interfere with traffic.
Never place anything on the pavement surface.
- Items too large or too heavy are to be marked by a garbage bag. The Alberta government will arrange for pickup and disposal of the item.
- Do not burn anything.
- Stay away from deep water.
- Clean your hands before eating.
- No pets allowed.
- You need to pay attention to what's going on around you.
No headphones. 

Shuttle Vehicle Safety Procedures

It is important for the Road Manager to emphasize that these rules and procedures are there for everyone's safety. It is your responsibility to ensure each of your shuttle drivers know these rules. Take your time and make sure you cover each item when you hold your rehearsal.

1. Attach a Road Show Cleanup sign to the back of all shuttle vehicles.
2. Obey the rules of the road. Drive defensively, in a safe and courteous manner.
3. No off-road vehicles are allowed to be used for any part of the Road Show.
4. Never drive against the flow of traffic.
5. Only back up when it is safe to do so.
6. Use four-way flashers when slowing down or stopping.
7. Use approaches and side roads to pull right off the highway when stopping to pick up or drop off participants. Never block a travel lane and never stop by a guardrail or on a bridge.
8. Never park a vehicle over the brow of a hill. 
9. It is illegal to park on a primary highway, although, when absolutely necessary and safe to do so, you can stop to load or unload passengers. Load and unload passengers on the ditch side of the vehicle only.
10. Do not carry more people than the vehicle is designed for.

Road Show Rules



11. Do not allow passengers to ride in the back of a pick-up truck or on the tailgate.
12. Everyone in a vehicle must wear a seatbelt.
13. Participants are to stay off the road surface.
14. Shuttle participants across dangerous stretches of road.

Special Procedures

Bridge Crossing Procedure

1. Children should cross only under adult supervision.
2. No more than three to cross at a time.
3. Cross on the same side as you were picking up garbage.
4. The Road Manager should follow the children so that they are always visible to him/her.
5. Walk briskly. Don't dawdle or run.
6. When a vehicle approaches on your side of the highway, stop walking and face the highway with your back to the bridge.
7. Once the vehicle has passed, resume walking.
8. Never throw anything off a bridge.

Railway Tracks Crossing Procedure

1. Children should cross only under adult supervision.
2. Never stand closer than 5 metres from the tracks when waiting to cross.
3. Stop, look, and listen. When the tracks are clear, cross briskly.
4. Cross in a group.
5. Never stand by the tracks waving to the engineer. The color of the safety vests indicates danger and the engineer may try to stop the train.
6. Never allow participants to place any objects on the tracks.

Road Show Stage Plan Sample

LEGEND:



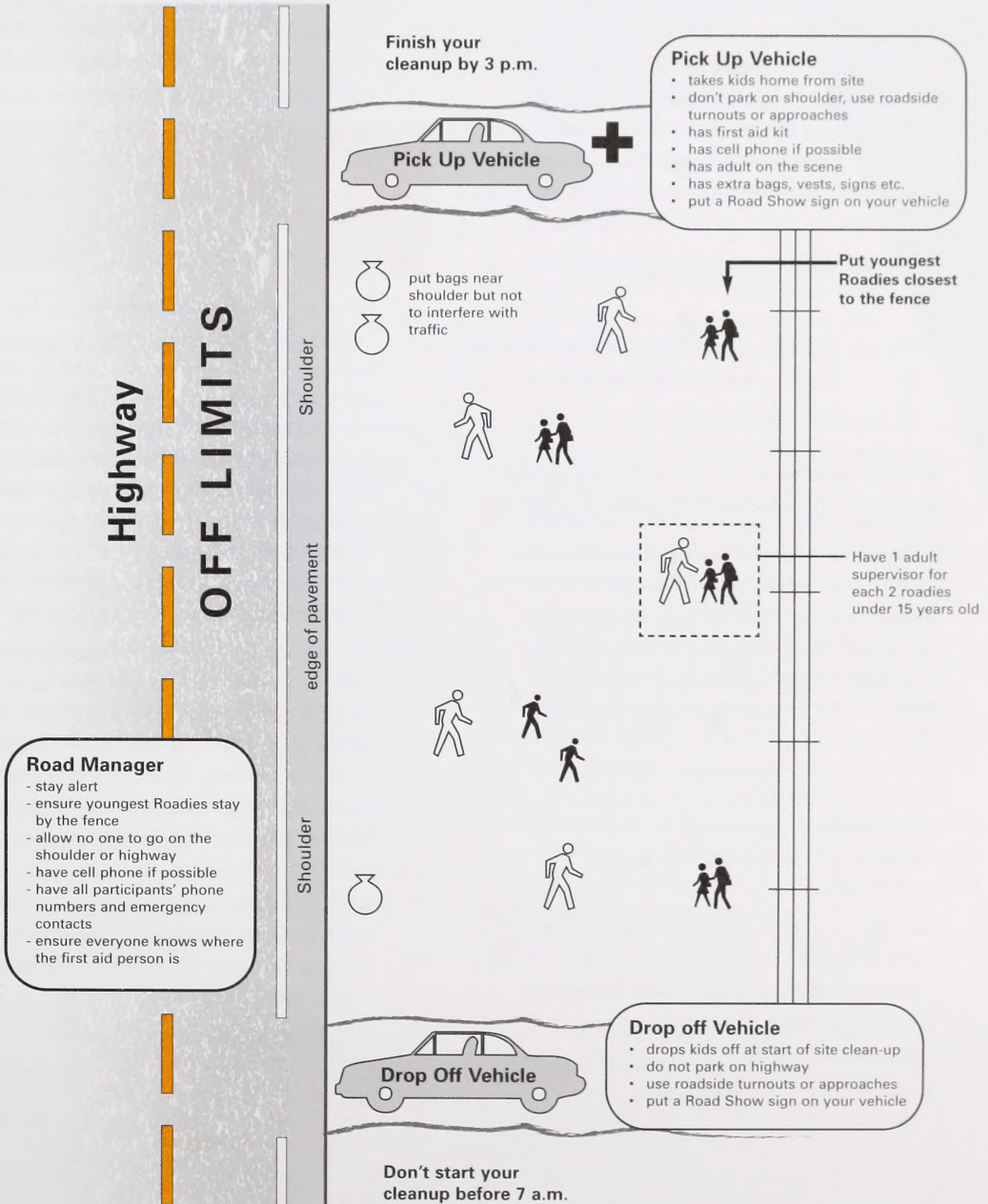
Roadies



Adults



Bag of Garbage



Action & General Safety Plan

Action and General Safety Plan

Now that you're familiar with the rules and your responsibilities, it's time to complete your Action and General Safety Plan. **All groups and organizations must have this Plan in order to participate in Road Show.** Your Action and General Safety Plan are appended to this manual. Completing the plan helps you guide your activities so that they can be done safely and efficiently.

There are three sections to the action plan. They are:

- A. **Actions to Prepare for Road Show**
- B. **Actions on Day of Road Show**
- C. **Follow-Up Actions**

A **Actions to Prepare for Road Show - what the Road Manager and Roadies need to do**

1. Ensure that your group has the necessary liability insurance. Your organization requires general liability insurance in an amount not less than \$1,000,000 (annual general aggregate not less than \$2,000,000). Independent of your club's liability insurance, the Alberta government provides accidental death and dismemberment coverage for every Road Show participant. All groups must obtain a copy of their organization's certificate of insurance and return it to the Alberta government.
2. Contact your group members and obtain their commitment to participate. Roadies must be 9 years of age and older. Road Managers must be 18 years of age or older.
3. Our recommendation is that you try to clean no more than one kilometre for every two participants. For example, if you have 16 participants, request no more than 8 km to clean. ($16 \text{ participants} \div 2 \text{ participants per km} = 8 \text{ kilometres}$).
4. Arrange a meeting place for the Road Show Rehearsal safety training course and notify all participants of the time and date of the session(s). All training must be completed prior to the date of cleanup.
5. Drive by the cleanup area to get the lay of the land. Look for swampy areas, railway crossings and amount of garbage. Note turnaround points, cross roads, parking areas for shuttle vehicles and locations of the nearest telephone in case of emergency. Use this information in preparing your rehearsal session for the Roadies. If you have any concerns about your cleanup area, please contact your Alberta government representative prior to cleanup day.
6. Complete the supervisor's worksheet and identify and record the phone numbers of the emergency response organizations in your cleanup area (police, fire department, ambulance, etc.) including the name and number of your local representative of the Alberta government. Where possible, have a cell phone on site.
7. Recruit shuttle driver(s) with a valid licence for the type of vehicle being driven and check that the owner of the vehicle has adequate insurance.
8. Ensure all shuttle drivers know the rules and safety procedures. **NO OFF-ROAD VEHICLES** are to be used as any part of Road Show.

Every member of your group must receive this training before they can be allowed to participate in Road Show

No one can participate in Road Show unless they have attended Rehearsal.

9. Designate at least one first aid person who will be responsible for bringing a first aid kit. A person with first aid training and certification is desired.
10. Conduct as many Road Show Rehearsal sessions as needed in order to properly train your Roadies and advise them where to meet on the day of the cleanup.
11. Pick up garbage bags, safety vests and signs as directed by your Alberta government representative.

B Actions on the Day of Road Show

1. The weather dictates if the show goes on. Phone the number provided on the inside back cover to confirm cleanup is on. Use common sense and put safety first. If cleanup hasn't been cancelled but in your opinion it isn't safe in your area, call the Alberta government representative to get approval to cancel. The Alternative Day is the second Saturday in May.
2. Check that the Alberta government has put up signs on the stretch of highway on which your group will be working. If the signs are not up, contact the Alberta government representative at the number you've been given.
3. Get together at the pre-arranged meeting place before starting the cleanup. Review safety rules and procedures, vehicle and shuttle safety and procedures for crossing bridges and railway tracks with the group.

Note: if possible, the first aid person should have a cell phone and be a shuttle driver.

4. Make sure that the first aid person has brought the first aid kit and that everyone knows who the first aid person is.
5. Establish work crews and assign locations. Ensure the supervisor's worksheet has been completed.
6. Remind adult supervisors that any hazardous or potentially hazardous incidents are to be reported to the Road Manager on the incident report form (see attached).
7. Remind Roadies that they must follow the adult supervisor's instructions at all times.
8. Hand out garbage bags, safety vests and signs for shuttle vehicles. Every participant must wear a safety vest.
9. After the cleanup is over, all participants are to report at a meeting place so they can hand in their safety vests, signs, and any unused garbage bags.

C Follow-Up Actions

An optional evaluation form is included. We invite your feedback as we are constantly seeking ways to improve the cleanup program. Please return it to the designated location of your Alberta government representative, along with:

1. Completed supervisor's worksheet.*
2. Completed Action & General Safety Plan.*
3. Any unused garbage bags, signs, safety vests, training kits and DVDs.*

*Failure to comply will result in payment being withheld.

Road Show Rehearsal - the safety session

Planning your Rehearsal

A short time before Road Show starts, you must hold a Rehearsal for all participants regardless of age. No one can participate in Road Show unless they have attended Rehearsal.

The 6 parts of the training session are:

1. **Introduction**
2. **Review and discuss Program Rules**
3. **Shuttle Vehicle Safety Procedures**
4. **Special Procedures**
5. **Safety DVD**
6. **Review, Quiz**

Introduction

Emphasize that the reason for this training session is to ensure a safe Road Show. Let the participants know what you are going to present and in what order. Use the list above as a guide. If you wish to show the DVD first, simply rearrange the list.

Safety Checklist and Safe Road Show Procedures

At this point you hand out the CD cover entitled "Roadies Handbook." Once you have done this you should go through the CD cover item by item, starting with the safety checklist. You'll notice that the rest of the "checklist" is written like song lyrics. This is to keep Roadies interested and to encourage reading of the entire list. Have fun with it! Road Show should be a fun event for all.

Shuttle Vehicle Safety Procedures

(see page 3)

Special Procedures

(see page 4)

Safety DVD

Show the two-part safety DVD, both the "Roadies" segment and the "Road Managers" segment. When they are over, ask if there are any questions.

Review

Briefly review the major points of the training session touching on:

- safety rules
- safe Road Show procedures
- shuttle vehicle safety procedures
- any special procedures that you have covered

When you are done, ask for questions and then wrap it up.

Road Managers Review

1. As a Road Manager in the Road Show, my most important responsibility is:
2. The Action and General Safety Plan is divided into what three components?
 - i.
 - ii.
 - iii.
3. To calculate the maximum recommended number of kilometres that your group should clean you should divide the number of participants by 5, 4, 3, or 2?
4. Who is responsible for ensuring that the Action and General Safety Plan and the Supervisor's Worksheet are completed and returned?
5. How do you know if your cleanup day has been postponed?

Review all rules
with your roadies
and give them
this quiz

Roadies Review

1. Is it OK to wear head phones if you play your music quietly?
2. Is it OK to ride in the back of a pickup truck as long as you sit down?
3. If the shuttle driver says it's OK, can you get out of the shuttle vehicle on the driver's side?
4. What do you do if you find something that you don't recognize and you think might be hazardous or dangerous?
5. Which of the following is NOT true?
 - a.) you must wear a safety vest
 - b.) you must have gloves and sturdy footwear
 - c.) you must have a hard hat
 - d.) you must have attended Road Show Rehearsal before you can participate
6. To participate in Road Show, I must be:
 - a.) 18 years of age or older
 - b.) 14 years of age or older
 - c.) 9 years of age or older
 - d.) 6 years of age or older
7. When you are cleaning a divided highway, do you clean the median?

Road Manager's Review - ANSWERS

1. The health and safety of my Roadies as well as the motoring public.
2. They are:
 - i. Actions to Prepare for Road Show
 - ii. Actions on the Day of Road Show
 - iii. Follow-up Actions
3. Divide the number of participants by 2.
4. You, the Road Manager.
5. On the morning of clean-up, contact the number given on the back inside cover and listen to the recorded message.

Roadie's Review - ANSWERS

1. No. The use of headphones or portable stereos is not allowed.
2. No. Under no circumstances is anyone allowed to ride in the back of a pickup truck.
3. No. Participants should only get out on the side of the vehicle furthest from traffic.
4. Mark it with a garbage bag and leave it where it is. Tell an adult about it and do not touch it.
5. c.) a hard hat is not required.
6. c.) 9 years of age or older.
7. No. No one is allowed on the median.

Making Road Show Fun

Conclusion

Let's face it, picking up litter in the ditch on a hot day doesn't exactly sound like fun. But your Roadies are committed to their club or organization. Make a point of letting them know that they are doing a good job and that you appreciate their help. Remind them that today's goal is to stay safe and tell them they're doing a great job of following the rules. Being positive and enthusiastic will rub off on your crew.

Think of the comfort of your crew:

- Have adequate drinking water or fluids for everyone on site. No alcohol.
- Take rest breaks.
- Encourage the use of sun screen.

Looking for a little extra incentive?

How about organizing a post-Road Show wiener roast? A get-together after the event can reward your crew for earning money and keeping Alberta beautiful at the same time.

Action and General Safety Plan

Name of Group or Club: _____

Name of Group Coordinator: _____

Telephone: _____ (Daytime)

_____ (Evening)

Actions to Prepare for Cleanup

- ☐ Ensure that your group has the necessary liability insurance.
- ☐ Contact group members to obtain a commitment to participate. Participants must be 9 years of age or older. Supervisors must be 18 years of age or older. Have one adult for every two kids.
- ☐ Estimated number of participants. _____
- ☐ Estimated number of supervisors. _____
- ☐ Estimate and sign up for a segment length that doesn't exceed the capabilities of your participants.
- ☐ Provide a copy of your certificate of insurance to your Alberta government representative.
- ☐ Arrange training session(s) for all group participants.
- ☐ Drive by the cleanup area and get information for training session(s).
- ☐ Identify and record from the supervisor's worksheet the phone numbers of the emergency response organizations in your cleanup area (police, fire department, ambulance, etc.) including the name and number of your local Alberta government representative.
- ☐ Recruit shuttle driver(s) and vehicle(s).
- ☐ Designate a first aid person who will be responsible for bringing a first aid kit.
- ☐ Arrange for a meeting place on the day of the cleanup.
- ☐ Conduct safety training session(s) for all group participants.
- ☐ Pick up garbage cans, safety vests, and signs from your designated office of the Alberta government.

Actions on Day of Cleanup

- ☐ Verify cleanup is proceeding on schedule. Phone the Alberta government contact number to confirm.
- ☐ Check that signs are up on the stretch of highway that you will be cleaning.
- ☐ Distribute Supervisors Worksheet.
- ☐ Get together at the pre-arranged meeting place before starting the cleanup. Review safety rules and procedures, and vehicle and shuttle safety.
- ☐ Make sure the first aid person has brought the first aid kit and that everyone knows who the first aid person is.

Action and General Safety Plan

Note: if possible, the first aid person should have a cell phone and be a shuttle driver.

- ☐ Review specific procedures for crossing bridges, railway tracks, etc.
- ☐ Remind shuttle operator(s) and supervisors to check that the safe cleanup and safe shuttle vehicle procedures are followed.
- ☐ Remind Roadies that they must follow their supervisor's instructions at all times.
- ☐ Hand out garbage bags, safety vests, and signs for shuttle vehicles.
- ☐ Each participant must wear a vest.
- ☐ Immediately after the cleanup is over, all participants are to report at a meeting place and fill out an incident report if necessary, and hand in completed worksheets, safety vests, signs, and unused garbage bags.

Follow-Up Actions

- ☐ Within 1 or 2 weeks of cleanup, complete the evaluation report and submit it to your local representative of the Alberta government.
- ☐ Return garbage bags, signs, safety vests, training kit and DVD to the designated office of the Alberta government.
- ☐ Submit Action and General Safety Plan, and completed Supervisors Worksheet to the Alberta government no later than May 15.

Alberta Road Show Incident Report Form

Report any injuries, collisions, near misses, or potentially hazardous incidents.

Name of Group Participant(s) Involved Age Type of Injury, if any

Address _____

Name of Group Participant(s) Involved Age Type of Injury, if any

Address _____

Name of Other Person(s) Involved Age Type of Injury, if any

Address _____

Date of Occurrence: _____ Time of Occurrence: _____

Location: In _____ Or Near _____

City/Town/Village/Hamlet of: _____

IF AT INTERSECTION: On Highway or Secondary Road No. _____ or Street _____

at intersection with

On Highway or Secondary Road No. _____ or Street _____

IF NOT AT INTERSECTION: _____ km N S E W of _____

(circle one)

(Street, Highway, Town, etc.)

Alberta Road Show Incident Report Form

Licence Plate Number
of Vehicle(s) Involved

Make, Model, and Year of Vehicle

Driver's Name

_____	_____	_____
_____	_____	_____

Check if Damaged _____

Description:

Provide a complete and detailed description of the incident (NOTE: If reporting a motor vehicle collision resulting in injury, or if damage to property exceeds \$1,000, a copy of the police report must be attached to the incident report).

Report submitted by: (please print)

Name: _____ Phone: () _____

Address: _____

Signature: _____

Date: _____ Time Reported: _____

PLEASE RETURN THIS REPORT TO THE ALBERTA GOVERNMENT DISTRICT OFFICE. CONTACT NUMBERS ARE LISTED ON THE INSIDE BACK COVER.

Alberta Road Show Evaluation Report Form

Please fill out this form as soon as possible after the cleanup and return to your designated representative of the Alberta government. Any incident reports should be attached and returned with this form.

1. Overall, how would you rate the usefulness of the Road Manager's Manual. On a scale of 1 to 3 where (1) = "Very Useful"; (2) = "Somewhat Useful"; and (3) = "Not At All Useful", rate each of the following:

Manual _____ DVD _____ CD Cover _____ Overall Training Kit _____

2. In what way could the manual, DVD, CD Cover, or training kit be made better for you (eg. Missing/confusing information, etc.)?

3. How many Road Show Incidents were reported to you, if any?
(A REPORT ON EACH INCIDENT MUST BE RETURNED WITH THIS FORM)

_____ Number of incidents reported

4. What recommendations do you have, if any, on how safety could be improved for next year?

5. Please provide any additional comments you may have on the Road Show program.

Alberta Highway Cleanup Evaluation Report Form

6. Next Year's Contact. Please provide the name, address, and phone number of the person in your group who we should contact for next year's cleanup.

Name of Group or Club: _____

Name of Contact: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

THANK YOU FOR YOUR INPUT.

PLEASE RETURN THIS REPORT TO YOUR LOCAL REPRESENTATIVE OF THE ALBERTA GOVERNMENT AS LISTED ON THE INSIDE BACK COVER.

Would you like to be contacted about this report? (circle) Yes No

ROAD SHOW PICKIN' IT UP

Provincial Coordinator:

Highway Operations

(780) 415-1083

Outside Edmonton, call 310-0000 for a toll free connection

District Coordinator:

Name: _____

Phone: _____

Fax: _____

E-mail: _____

Cleanup Day Contact:

(contact for weather cancellations)

Name: _____

Phone: _____

Alberta

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